



Office of Human Resources

Safe Environment Certification Instructions

Thank you for your interest in becoming a diocesan employee and/or volunteer! Please note the Safe Environment Certification process consists of 2 Steps:

Step 1: Safe Environment video and quiz

Step 2: Fingerprinting

Begin by visiting <https://www.orlandodiocese.org/safe-environment/english/>. Please read the instructions carefully. **You cannot submit fingerprints until you have completed the Safe Environment video and passed the quiz.**

Step 1: Safe Environment Video and Quiz

1. Watch the Safe Environment Certification video. The video is about 25 minutes long.
2. When the video is complete, read the Diocesan Standards of Conduct and agree to terms. Proceed to quiz.
3. Enter the Entity Code provided by your parish/school office: 78
Choose your role/applicant type: **volunteer, employee, vendor, clergy, or deacon.**
Click "next" to take the 20 question quiz.
4. Passing scores are 80% and above.

If you pass, you may immediately download your certificate. Results will also be emailed to your diocesan entity and to the office of Human Resources. Once the Safe Environment Certification quiz is complete, a Fieldprint code will appear specific to your entity. Please copy or write down this Fieldprint code as you will need to enter it in the next step. If you fail the quiz, you will be directed to Step 1.

Step 2: Fingerprinting

Visit www.fieldprintflorida.com to register for your fingerprinting appointment. You will need an email address for this part of the process. **If you do not have an email address, please contact the Safe Environment Coordinator in your diocesan entity (parish/school office) for assistance.**

Please enter the Fieldprint Code on the "Reason for Fingerprinting" screen when prompted. Then complete Fieldprint registration and schedule your appointment.

Fingerprinting and Safe Environment Training

Safe Environment Training & Fingerprinting are required by the Diocese of Orlando for all volunteers working in ministry.

1. For English: www.orlandodiocese.org/safe-environment/english/
 - a. For Spanish: www.orlandodiocese.org/safe-environment/espanol/
2. Scroll down and click the yellow button labeled "Register and Start Safe Environment Training."
 - a. Safe Environment Training must be completed every 5 years. This includes watching a training video, taking a quiz, and being fingerprinted.
 - b. An email address is required to complete registration.
 - c. Quiz results are sent directly to the Diocese of Orlando Human Resources Office who then notifies the appropriate school, parish, or organization of the results.
3. Once the Safe Environment quiz is completed, you will need to visit the following website to register for your fingerprinting appointment: www.fieldprintflorida.com – APPLICABLE FEE AMOUNT MAY VARY
4. You will need one of the following Fieldprint Codes for ST. THOMAS AQUINAS CHURCH- ST. CLOUD:
 - a. FPSTAStCloudChClergy (*For use by Priests only*)
 - b. FPSTAStCloudChDeacon (*For use by Deacons only*)
 - c. FPSTAStCloudChEmp (*For use by employees only*)
 - d. FPSTAStCloudChVendor (*To become an approved on-site vendor*)
 - e. FPSTAStCloudChVol (*For all volunteers*)
5. On the "Reason why you need to be fingerprinted" screen, select the web link "I know my Fieldprint code" to enter your respective code. **DO NOT USE THE DROPDOWN MENU.**
6. Follow the on-screen instructions to complete your registration and fingerprint appointment scheduling.
7. Once your fingerprinting results are in, the parish will be notified of your status. It is your responsibility to follow up with the parish to check on your clearance.
8. For technical assistance with the Safe Environment Training video, please contact Robert Diaz/For fingerprint inquiries, please contact Ida Jimenez. **407-246-4800 – ask for your respective contact.**

ADDITIONAL INFORMATION

The Diocese of Orlando is required by the United States Catholic Conference of Catholic Bishops (USCCB) to follow certain guidelines with regard to Safe Environment Training. As are all other archdioceses and dioceses, we are required to undergo regular audits by the USCCB to be sure that we are in compliance with those regulations.

All church personnel and volunteers working with children and vulnerable populations must complete Safe Environment Training in addition to a background/fingerprint clearance.

In an effort to ensure the safety of those persons under the care of the Diocese, all Church Personnel and volunteers, ages 15 and older, will be required to submit a completed Criminal Background Check Form as well as a complete set of fingerprints so as to facilitate a criminal background investigation.